

**SECRET**

DD/R-1089-63

7 AUG 1963

**MEMORANDUM FOR:** Logistics Services Division  
**SUBJECT:** Conversion of Room 3E37

1. It is requested that immediate action be taken to remove the sink and water taps presently located in Room 3E37. This office will be used to house the overflow of ORD personnel which cannot be accommodated in Room 3E30. Additionally, the trough imbedded in the floor in the rear of 3E37 should be covered at the same time the sink is removed. This area should be painted the standard gray color and all cost incurred in connection with this project should be charged to cost center 4260-1000-1000.

2. The above work order should be completed on or about 15 August 1963.

25X1A

  
Assistant for Administration  
Deputy Director (Research)

**Distribution:**

Orig. & 1 - Addressee

1 - 

25X1A

1 - OI/DD/R

1 - DD/R Reg. Subj.

1 - DD/R Reg. Chrono

25X1A

LO/DD/R:  4427:slo:6 Aug. 63

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification